

*Department of History, Arts and Libraries  
Records Management Services  
Training Calendar*

Note: Click on the class title to access the online registration form.

Date	Day of the Week	Time	Location	Status
<b>Basic Records Management for State Employees</b>				
December 10, 2008	Wednesday	9:30 - 10:30 a.m.	MLHC Forum, Lansing	
March 24, 2009	Tuesday	9:30 - 10:30 a.m.	MLHC Forum, Lansing	
April 22, 2009	Wednesday	10:30 - 11:30 a.m.	Cadillac Place, room L-150, Detroit	
<b>Managing Filing Systems [state employees only]</b>				
December 10, 2008	Wednesday	1:30 - 3:00 p.m.	MLHC Forum, Lansing	<b>FULL</b>
March 24, 2009	Tuesday	1:30 - 3:00 p.m.	MLHC Forum, Lansing	
April 22, 2009	Wednesday	1:30 - 3:00 p.m.	Cadillac Place, room L-150, Detroit	
<b>Basic Records Management and Archives for Local Governments</b>				
December 2, 2008	Tuesday	1 – 4 p.m.	MLHC Forum, Lansing	